

# Data Processing and Cookies Statement

ProContract

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1.3

**Classification:**

Operational

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# 1 Document Control

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## 1.1 Document Owner

This document is owned by the Compliance Manager and co-maintained by the **Compliance Manager** and the **ProContract Product Manager**. The document is to be reviewed and brought up to date **every twelve months**.

## 1.2 Readership

This document is aimed at the following:

Proactis
Chief Executive Officer
Risk and Compliance Manager
Product Director
Product Manager
Other appropriate Proactis employees
Current or prospective Proactis customers

## 2 Personal Data Processing Schedule

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### Subject Matter of the Processing

The ProContract product is used to carry out the functions of the tendering process, from the initial advertisement to the awarding of the contract. To fulfil this, the application has functionality for two distinct groups: Buying Organisations ('Buyers') and Suppliers.

For Buyers, the application is used to carry out the functions of the tendering process, from the initial advertisement to the awarding of the contract.

Within that, Buyers can contact suppliers, collaborate with them, and perform other actions according to the licenced modules they wish to use, such as managing supplier relationships and contracts.

Suppliers use the application, which is known as the Supplier Network, to interact with buyers in order to bid for work

Buyers will have terms of use set up in a formal contract with Proactis, which includes a commitment to data privacy.

Suppliers agree to the Supplier User Agreement terms and conditions as part of the registration process. That document is available to view [here](#).

ProContract also operates an email newsletter program, which is used to inform subscribers about products and services supplied by us. This is entirely optional, and users can subscribe or unsubscribe through an online automated process.

Some subscriptions may be manually processed through prior written agreement with the user. Subscriptions are taken in compliance with the Privacy and Electronic Communications Regulations 2003.

### Purpose of the Processing

The purpose for the processing is to carry out the functions of tendering process, from the initial advertisement to the awarding of the contract.

### Nature of the Processing

The nature of the processing within the application includes collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, restriction, erasure or destruction of data (whether or not by automated means)

### Categories of Data Subject

The Buyer's staff (which can include volunteers, their agents and temporary workers), the Buyer's Suppliers or potential suppliers; Proactis employees.

## Type of Personal Data

The personal datasets include: name and email address within the product for basic operations of the software .

Tender documents can be uploaded to the software, which are compiled entirely by the Buyer. This can include other content, including commercial data. It is the responsibility of the Buyer to ensure that Tender documents contain only the information which is required to describe and facilitate that process.

Contract documents can be uploaded to the software, which can contain an address (usually this is a business address), contact name, email address and telephone number.

Supplier information can also be uploaded to the software, which can include a name, email address, telephone number, address (for Sole Trader organisations this can be classified as personal data).

The application has administrator roles within the Buyer side, who can manually amend other users' details. If personal data is to be completely removed, which cannot be achieved through the application, then Customers can contact Proactis support by emailing [servicedesk@proactisservicedesk.com](mailto:servicedesk@proactisservicedesk.com), which will automatically create a request in the Proactis Support system.

For Suppliers who are unable to amend their details, or require data deleting, they should contact Proactis supplier support by emailing [procontractsuppliers@proactis.com](mailto:procontractsuppliers@proactis.com) , which will automatically create a request in the Proactis Support system.

Note that personal data will only be removed in accordance with the law, and upon confirmation that the user making the request is authorised to do so. We will do this in a timely manner and to have such requests completed within thirty (30) days of confirmation that the request is valid.

## Duration of the processing

The processing will last for the length of the contract between Proactis and the Buyer.

Data retention periods will also be as per contract between Proactis and the Buyer, unless required by other laws. Similarly, any Tenders which form contracts between the Buyer and Supplier will be managed by those respective parties, not Proactis.

Processing of Supplier data will be for as long as the Supplier uses the application, unless otherwise bound by law.

## Data Protection Officer Requirements

Based on Proactis' current activities and business purpose, there is no legal requirement for an official DPO to be appointed.

However, their Risk and Compliance Manager has assumed the role and responsibilities of the DPO, and is contactable at [compliance@Proactis.com](mailto:compliance@Proactis.com) or at:

Proactis

Riverview Court

1 Castle Gate

Wetherby

LS22 6LE

UK

Please mark any posted documents 'for the attention of the Compliance Manager'

### 3 Application cookies

The cookies listed in the table below are for the entire application and are not split between Buyers and Supplier functionality.

Cookie name	Type	Description	Duration
<b>.ASPXAUTH</b>	Strictly necessary	Used when authenticating your access to ProContract.	Session
<b>__RequestVerificationToken</b>	Strictly necessary	This cookie is used to prevent Cross Site Request Forgery (CSRF) attacks. This is a type of malicious exploit of a website where unauthorised commands are transmitted from a user that the web application trusts.	Session
<b>ASP.NET_SessionId</b>	Strictly necessary	This cookie is used to identify your user session. This cookie allows our web servers to respond to your actions on the website such as "Expressing interest in opportunities" or browsing the website. The website wouldn't work for you without it.	Session
<b>ContractRegister_Org_PortalId</b> <b>ContractRegister_Portal_PortalId</b>	Strictly necessary	These cookies are used to store and recall information when searching/using the ProContract Contracts Register.	Session (for both)
<b>Opportunity_Portal_PortalId</b> <b>Opportunity_Org_PortalId</b>	Strictly necessary	These cookies are used to store and recall information when searching/using the ProContract advertised opportunity portal..	Session (for both)

## ProContract Cookies continued

Cookie name	Type	Description	Duration
<b>_ga</b>	Optional	These Google Analytics cookies are used to track and store anonymised user usage. Please click <a href="#">here</a> for further information.	2 years
<b>_gat_gtag_UA_###</b>			1 minute
<b>_gid</b>			1 day
<b>ai_session</b>	Optional	These cookies are used to collect statistical usage and telemetry information.	30 minutes
<b>ai_user</b>			1 year